## **How To Read the BBM Invoice**



- 1. Invoice #: Reflects the invoice number. The dash (-1) indicates the billing sequence number for the promotional period. A dash (-2) following the invoice number indicates that it is the second bill within the billing sequence for the promotion, etc.
- 2. **Billing Type:** Indicates the bill is for a monthly billing period or is a final bill for the promotion.
- 3. Amount Due: The amount due at the end of the month.
- **4. Invoice Date:** The date the invoice was created.
- **5. Description:** Title of the agreement provided by the vendor.
- **6. Start Date:** The billing start date.
- 7. End Date: The billing end date.
- 8. Portal Agreement ID: The agreement number.
- 9. Item Details: Provides details, quantities, and amounts due by item.